



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**  
5<sup>th</sup> Floor, Philippine International Convention Center,  
Vicente Sotto Avenue, Pasay City, Metro Manila 1307



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## REQUEST FOR QUOTATION

### LEASE OF VENUE (APP Item No. 2023-0035)

09 November 2023

#### NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **LEASE OF VENUE (APP 2023-0035)**. As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by your authorized representative not later than **12:00nn., 15 November 2023**.

The service providers/suppliers must also submit the following requirements:

1. Copy of Valid and Current Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number;
3. Income/Business Tax Return of the preceding year<sup>1</sup>; and
4. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Evaluation and Selection Criteria: Bid proposals/quotation shall be evaluated in accordance with the Table Rating Factors for Lease of Venue under Annex H – Appendix B (D) of the 2016 Revised Implementing Rules and Regulations of RA 9184. Only the proposals of service providers/lessor with a weighted average of at least Eighty-Five percent (85%) shall be considered as responsive.

Please submit your quotation together with the required documents via e-mail to [bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph) or via mail or courier in a sealed envelope to:

BIDS AND AWARDS COMMITTEE  
5th Floor, Ang Kiukok Hall,  
PICC Delegation Building, PICC Complex,  
Roxas Boulevard Manila 1307

Sincerely,

 Digitally signed  
by Medalla Joan  
Therese Caragay

**JOAN THERESE C. MEDALLA**  
BAC Secretariat Head  
National Privacy Commission

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<sup>1</sup> Except for government agencies as lessors, pursuant to Annex H – Appendix A of the 2016 Revised Implementing Rules and Regulation of RA 9184

**SCOPE OF WORK  
LEASE OF VENUE**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 495,000.00)		Compliance (Manifest your compliance by writing <u>"COMPLY" in every item</u> )
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> <li>• Please refer to the "Scope of Work" for:</li> </ul>			
			<b>1. Scope of Work</b>			
			A. Date/Time <ul style="list-style-type: none"> <li>• 13 December 2023</li> <li>• 02:00pm - 10:00pm</li> </ul>			
			B. Venue <ul style="list-style-type: none"> <li>• Must be within Pasay or Manila City</li> </ul>			
			C. Venue Setup <ul style="list-style-type: none"> <li>• Stage platform</li> <li>• Spot and par light</li> <li>• Sound system</li> <li>• LED Wall (9ft x 12ft)</li> <li>• Round table setup with centerpiece for guests</li> <li>• Fully Airconditioned</li> </ul>			
			D. Food <ul style="list-style-type: none"> <li>• PM Snacks</li> <li>• Water station</li> <li>• Flowing coffee and Tea</li> <li>• Buffet Dinner with at least two (2) viands</li> </ul>			
			E. Number of Attendees <ul style="list-style-type: none"> <li>• 200 pax</li> </ul>			
			<b>2. Contract Duration</b> The engagement is for one (1) day, which shall commence from the issuance of Contract <i>"See attached Scope of Work for the description"</i>			
<b>3. Payment and Delivery</b> Shall be made upon receipt of the billing statement from the supplier <i>"See attached Scope of Work for the description"</i>						
<b>TOTAL</b>						

Instruction to bidders (as applicable):

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- IV. Present the original Mayor's Permit and submit Certified True Copy of the eligibility documents and signed Quotation upon the scheduled signing of Notice of Award for inspection and verification.
- V. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- VI. Delivery shall be made to NPC, 5<sup>th</sup> Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307
- VII. Full Payment shall be made upon receipt of billing invoice or statement of account and issuance of Certificate of Acceptance of Output by the end-user not later than 10 days after the conduct of activity.

CONFORME: \_\_\_\_\_  
(Name of Supplier/Provider/Date)

BY: \_\_\_\_\_  
(Name/Position/Signature of Representative/Date)



## SCOPE OF WORK SERVICE

### LEASE OF VENUE (APP Item No. 2023 - 0035)

#### I. BACKGROUND

The National Privacy Commission (NPC) is the country's privacy watchdog: an independent body mandate to administer and implement the Data Privacy Act of 2021 and to monitor and ensure compliance the country with international standards set for data protection. The law was passed in 2012, but it was only in 2016 that the first Privacy Commissioner was appointed, and the secretariat was formed.

Recognizing and rewarding employees for their dedication and contributions is an important practice for maintaining motivation and fostering a positive work environment. The Policy Guidelines on Awards and Incentives for Service Excellence (PRAISE) is a structured and fair way to acknowledge the efforts of deserving employees. Providing both monetary and non-monetary incentives is a thoughtful approach as it caters to various types of recognition that employees might appreciate.

The Annual Employees Appreciation will be held on 13 December 2023 to formally honor and celebrate accomplishments of the NPC's workforce over the past year. This event will be a morale booster, and a wonderful opportunity to show gratitude to employees to their dedication.

#### OBJECTIVES

To procure lease of venue with catering for the conduct of Employees Appreciation for FY2023.

#### II. SCOPE OF WORK

##### 1. *Description of work*

Venue for the conduct of Employees Appreciation FY2023

##### 2. *Expected Outputs:*

Event Title: Employees Appreciation FY2023  
Date/Time: 13 December 2023, 2:00PM – 10:00PM  
Venue: Must be within the Pasay City and/or City of Manila

Venue Setup: Stage platform, spot and par lights, and sound system,  
LED Wall (9ft x 12ft), Round table setup with centerpiece for  
guests, venue with aircon

Food: PM Snacks, water station and flowing coffee and tea, and Buffet  
Dinner with at least two (2) viands

Number of attendees: 200 pax

#### **IV. QUALIFICATION OF SERVICE PROVIDER**

The Supplier must have PHILGEPS registration, BIR or Mayor's permit, Omnibus sworn statement and other related documents as may be required by BAC Secretariat.

#### **V. CONTRACT DURATION**

The engagement is for one (1) day, which shall commence from the issuance of Contract.

The contract period may change depending on the directive of the Privacy Commissioner, state of national emergency and/or other unforeseen circumstances.

#### **VI. PAYMENT AND DELIVERY**

Payment shall be processed upon receipt of the billing statement from the supplier.

#### **VII. MODE AND NATURE OF PROCUREMENT**

This shall be procurement of Service.

The mode of procurement shall be: *Lease of Real Property or Venue*

#### **VII. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)**

Source of Fund : Maintenance and other operating expenses, NPC  
FY2023  
Annual Procurement Plan (APP Item No. 2023 - 0035)

Approved Budget  
for the Contract : Four Hundred Ninety-five Thousand Pesos Only (Php  
495,000.00).

**Prepared by:**



Rosaly B. Santos  
*Chief Administrative Officer, HRDD*

**Approved by:**



Atty. Manuel C. Satuito  
*Director IV, FAO* ✦